

Business Continuity/Disaster Recovery Shared Services

February 28, 2006 Meeting Notes

Agenda

1. Discuss how to progress with the rewrite of NITC disaster recovery/business continuity standards/guidelines
2. Develop an approach for implementation of ICS
3. Develop a common inventory of contents for a disaster recovery plan

Information shared at the beginning of the meeting.

- Lt. Governor is meeting with agency directors on March 31 to discuss three points:
 - Are there additional critical business functions to be added to list generated at the last meeting
 - Are the six recovery time frame categories designated at the last meeting still suitable
 - Is each critical business function placed in the correct recovery time frame category
- Items discussed at the February 14, 2006 NITC Technical Panel meeting:
 - NITC Technical Panel was informed the BC/DR Shared Services Group accepted responsibility for revising and maintaining NITC disaster recovery/business continuity standards/guidelines
 - Did not discuss organization of security and disaster recovery/business continuity standards/guidelines on the NITC web site. Item will be discussed at future NITC Technical Panel meeting.

1. Discuss how to progress with the rewrite of NITC disaster recovery/business continuity standards/guidelines.

Paper copies of the NITC Disaster Recovery Policy with the changes offered by Steve Cherep were distributed.

The Shared Services Group discussed the need to bring the terminology within the document up to date. The new NITC template for standards and guidelines was reviewed.

The Group was made aware of the fact that the NITC Technical Panel is implementing standards and guidelines only – not policies.

It was determined that the Group will have the responsibility of deciding whether to submit the revised document to the NITC as a standard or guideline.

Compliance to NITC standards is executed through the honor system. NITC Technical Panel can, at its option, grant an agency an exemption from a standard. If the NITC Technical Panel does not grant an exemption, there is an appeal process to the NITC available to the agency.

The Group discussed the concept of providing as many standards or guidelines as needed by the agencies in order to provide the guidance needed.

A small group of BC/DR Shared Services Group participants (Linda Lewis – DOR, Dennis Burling – NDEQ, Ryan Booton – Banking) volunteered to generate a first draft of the revised document.

2. Develop an approach for implementation of ICS

To be discussed in future meetings

3. Develop a common inventory of contents for a disaster recovery plan

To be discussed in future meetings